

## **Resignation and Temporary Leave Policy**

If a peer advocate should decide that they can no longer fulfill the role either permanently or temporarily, they are expected to contact the instructor and coordinator in order to set up a meeting. If this a temporary leave, this meeting will involve a discussion about the student's reasons for stepping away from the position and a plan for return. In cases of resignation, the goal of the meeting will be to construct a plan for transitioning out of the role and to provide feedback for program improvement.

## **Peer Advocate Reinstatement Policy**

If a Peer Advocate should take a temporary leave of absence from the role or Caltech, they will be required to apply for reinstatement to the position. This entails first contacting the program instructor and coordinator by email ([colemanl@caltech.edu](mailto:colemanl@caltech.edu); [vtejada@caltech.edu](mailto:vtejada@caltech.edu)) and expressing desire to return to the position. The instructor and coordinator will then set up a meeting with the Peer Advocate requesting reinstatement. Please note that it is strongly recommended that those interested in reinstatement take 1 term to transition back to academic life if they have taken time away from Caltech.

The criteria for reinstatement include all of the following:

1. Demonstrate the ability to appropriately engage in self-care, including seeking the support of on- and off-campus resources if necessary.
2. Demonstrate a commitment to the values of the Peer Advocate program.
3. Demonstrate the ability to balance the varying roles of a student leader.
4. Demonstrate enthusiasm for engaging and supporting their peers through the Peer Advocate role.
5. Agree to meet with the program instructor and coordinator halfway through the first term after reinstatement to check in about the transition back to the role.
6. Complete the Peer Advocate Expectation Agreement and uphold those standards.